



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

Mountain  
Plains  
Region

1244 Speer Boulevard  
Denver, CO 80204

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Reply to  
Attn. of: CACFP-290

Subject: Free and Reduced Price Applications in Child and Adult Care Food Program (CACFP)

To: STATE AGENCY DIRECTORS - Colorado DH, Iowa, Kansas, Missouri DH,  
(Special Nutrition Programs) Montana DHES, Nebraska ED, North Dakota,  
South Dakota, Utah and Wyoming ED

On several occasions in the recent past, we have been asked to clarify that applications for free and reduced price meals under the CACFP are valid for a 12-month period, regardless of when they were approved.

As an example of the type of situation which generated these requests, we have been told that some State Agencies (SAs) are requiring new free and reduced price applications to be completed each July 1, concurrent with the effective date for Income Eligibility Guidelines (IEGs). In another example, a child who enters a child care center and submits an application in May is being required to submit another in July and a third several months later when the center's application/agreement is renewed.

The Agency position is that, unless there are significant changes in the participants' household size or income (as described in Program Regulations), free and reduced price applications are valid for a 12-month period. The issuance of new IEGs or the renewal of agreements does not invalidate these applications. SAs may require institutions to reevaluate applications on file or take new applications more frequently. Similarly, institutions may do either independent of any State requirement. These are not, however, Federal Program requirements.

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